

**URBAN SYSTEMS
ENGINEERING AND RELATED SERVICES
OCTOBER 05, 2015**

**CONTRACT NO. 4400007299
STATE PROJECT NO. H.009844.2
F.A.P. NO. H009844
ROUTE: ENTERPRISE EXTENSION (RIVERSIDE PARKWAY)
CALCASIEU PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal. One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.**

DOTD employees may not submit a proposal, nor be included as part of a Consultant’s team.

Municipality Project Manager: Stacy Dowden

Project Manager – Quang Nguyen

All inquiries concerning this advertisement should be sent in writing to hadi.shirazi@la.gov and heather.huval@la.gov.

PROJECT DESCRIPTION

This is an Urban Systems project. The selected Consultant will prepare an Environmental Assessment (EA) and other related documents in accordance with the National Environmental Policy Act (NEPA) for the extension of North Enterprise Boulevard (to be Riverside Parkway) for a distance of approximately 2,700 linear feet, starting from Katherine Street to Goos Boulevard in the City of Lake Charles, Calcasieu Parish (see map for project limits). The City of Lake Charles, as the local sponsor of the project, has prepared a 2012 Stage 0 Study for the above project. In addition to the EA, a Traffic Study and a Line and Grade Study will be required for this contract. The Contract will be between the Consultant and the City of Lake Charles, hereinafter

referred to as the “**Entity**”. It will be monitored by the **Entity**, DOTD and the Federal Highway Administration (FHWA).

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental

Part II: Line and Grade Study

Part III: Environmental Evaluation

(b)Environmental Assessment (EA)

Part V: Scope and Budget Development

Part VI: Traffic Study

The work to be performed for this project consists of providing all services required to conduct appropriate technical studies, traffic studies, safety analysis, line and grade studies, and provide an Environmental Assessment and related documents, including the analysis, evaluation, and documentation of the proposed project. The scope of services will involve, but are not limited to the following services:

Environmental Assessment (EA)

The EA shall be prepared according to the requirements of the National Environmental Policy Act (NEPA) and written according to the current applicable Federal Highway Administration (FHWA) Guidance addressing potential Social, Environmental, and Economic impacts in the highway corridor for the purpose of getting a Finding of No Significant Impact (FONSI) from FHWA. A project team will be initiated, which will include membership from local sponsor, DOTD, FHWA and cooperating agencies.

In addition to the formal EA, separate reports such as Wetland Finding, Phase I Environmental Site Assessment, Phase I Cultural Resources Survey Reports, Traffic Noise Analysis Report, Air Quality Study, possible Section 4(f) statement, Conceptual Stage Relocation Plan, etc. may be required.

Public and agency participation will be required through the use of Public Meeting, Public Hearing, public notices, attendance at local business meetings, etc. A public involvement plan will be developed.

A separate Scope and Budget Report will be submitted subsequent to the FONSI, if issued, consisting of the project scope, project budget (utilities, right-of-way, engineering, construction, and operation), mitigation requirements, and the implementation schedule. The Scope and Budget report will be approved by DOTD and become the basis of design for the project.

The following are some of the tasks involved for the EA and related studies:

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| Project Initiation, Tracking and Administration |
| Project Tracking, Management and Administration |
| Alternatives Development and Screening |
| Line and Grade Study |
| Traffic Study |
| Project Work Plan & Schedule |
| Agency & Public Coordination |
| Develop and Maintain General Public Outreach |
| Scoping Meeting |
| Solicitation of Views (SOV) |
| Agency Meetings - Coordination with LADOTD and FHWA |
| Agency Meetings - Coordination with other Local, Fed., and State Agencies |
| Public Meeting |
| Public Hearing |
| Visualization Services |
| Environmental Assessment Analysis and Documentation |
| Summary of Permits, Mitigation, and Commitments |
| Study Area and Logical Termini Confirmation and Documentation |
| Documentation of Purpose and Need |
| Alternatives Analysis |
| Impacts |
| A. Land Use |
| B. Farmland |
| C. Jurisdictional Wetlands |
| D. Wetland Reserve Program |
| E. Water Resources |
| F. Threatened and Endangered Species |
| G. Aesthetics/Unique Environmental Sensitive Areas |
| H. Scenic Streams |
| I. Phase 1 Environmental Site Assessment according to ASTM Standard E 1527-05 |
| J. Traffic Noise Study |
| K. Air Quality Study |
| L. Cultural Resources - Phase 1 CRS |
| M. Socio-Economic / Community Impacts |
| N. Environmental Justice |
| O. Relocations and Conceptual Stage Relocation Plan |
| P. Section 4(f) of the Department of Transportation Act |

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| Q. Section 6(f) of the Land and Water Conservation Fund |
| R. Utilities Effects Summary |
| S. Floodplains |
| T. Secondary, Cumulative, and Temporary Construction Effects |
| U. Safety Analysis |
| V. Other Impacts |
| W. Site visits and Environmental Inventory / Summary |
| Opinion of Probable Cost Estimate for each of the alternatives |
| Project Mapping and GIS |
| Draft Environmental Assessment Document |
| Final Environmental Assessment Document/FONSI |

Line and Grade Study

The selected Consultant will perform all necessary engineering analysis to adequately define alternatives to be considered in the EA. The line and grade will be used to determine both direct and indirect impacts of the proposed alternatives. For each alternative, this work will include but not be limited to:

- a. Development of typical roadway and bridge sections.
- b. Establishment of design criteria.
- c. Development of horizontal and vertical alignment for roadways and bridges.
- d. Location and layout of proposed alternatives, including geometric details.
- e. Identification of Existing Drainage and Recommended Improvements
- f. Estimate of Required Right-of-Way and Associated Impacts
- g. Identification of Existing Utilities and Possible Impacts
- h. Project Cost Estimates

Traffic Study

The Consultant shall utilize the previous City of Lake Charles 2012 Stage 0 Report to conduct a traffic study for the Build Alternative (identified as Alternative 3 and 4) along with the No-Build Alternative for the EA. The build alternative will only be analyzed once as Alternative 3 and 4 are nearly the same alignment in this phase of the project. The consultant will need to collect the appropriate data and analyze the alternatives, performing Synchro/Vistro and HCS analysis for the AM and PM peak hours. All recommendations for this portion of the overall project must follow appropriate EDSM's and Departmental Policies.

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| Some of the tasks involved in the Traffic Study include: |
| I. Data Acquisition |
| II. Traffic Assignments and Forecasting |
| III. Analysis |
| IV. Safety Analysis |
| V. Traffic Study Report |

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PERFORMED BY DOTD

The DOTD will provide copies of, or grant access to, maps, surveys, plans, existing and projected traffic data, right-of-way information and/or any other pertinent information available in its files which may assist the Consultant/Team in performing this work. The DOTD will provide copy of the previous 2012 Stage 0 Report, prepared by the City of Lake Charles.

CONTRACT TIME

The overall contract time to complete this project is estimated to be **one year**. The Consultant will proceed with the services upon issuance of the Notice to Proceed from the **Entity**.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a fixed fee, with a maximum limitation based on negotiated man hours.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

22. Complete Streets,
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent with a minimum of ten years of experience in the preparation of NEPA documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years of experience in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessments and must have completed the “NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an equivalent course.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Environmental Professional with a minimum of three years of experience with highway traffic noise analysis.
 - b. One Wetlands Biologist with a degree in biology, or a related field, with a minimum of three years of experience in wetlands delineation.
 - c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
 - d. Ecological, Archaeological, and other environmental professionals are required for the performance of a significant portion of the work.
 - e. One Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience in roadway design
 - f. One Professional Civil Engineer registered in the State of Louisiana with a minimum of five years of experience in bridge design.
 - g. One Professional Civil Engineer registered in the State of Louisiana with a minimum of five years of experience in traffic engineering.
 - h. One Real Estate Professional responsible for the preparation of Conceptual Stage Relocation Plans. The Real estate Professional must be licensed in the State of Louisiana.

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

**WORK ZONE TRAINING REQUIREMENTS
(PRE-CONSTRUCTION SERVICES)**

As part of DOTD’s on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current certifications of compliance for this training should be submitted with and made part of Consultant’s DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all requirements shall be met prior to contract execution. It will be the prime consultant’s responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

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| Engineers: | Traffic Control Technician Traffic Control Supervisor Flagger |
| Engineer Interns: | Traffic Control Technician Traffic Control Supervisor Flagger |
| Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors: | Traffic Control Technician Traffic Control Supervisor Flagger |
| Field Personnel: | Traffic Control Technician Flagger |

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

EVALUATION CRITERIA

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 3;
2. Consultant’s personnel experience on similar projects, weighting factor of 4;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant’s past performance on similar DOTD projects, weighting factor of 6; *
5. Consultant’s current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6;

* The Environmental (EV) performance rating will be used for this project.

Consultants with no past performance rating in a rating category will be assigned the average rating of the firms submitting; with ratings capped at the statewide average rating for that category as of the date the advertisement was posted.

Complexity Level- normal

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale

of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Hadi Shirazi – Ex officio
2. Quang Nguyen– Project Manager
3. Connie Betts
4. Nina McDaniel
5. Fred Borne
6. Skyler Waaso

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;

- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD's sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD's Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD's Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf)**. **If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope**. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400007299 and State Project No. H.009844.2**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, November 17, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Hadi Shirazi, P.E., PTOE
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1929

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.